

Adopted: September 2001, Revised: _____**Class Title: Business Development Manager****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Interacts between city departments and businesses to meet needs pertaining to the creation, maintenance and enhancement of business to create growth, success and wealth for the city of Norfolk.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	L	Maintains current business relationships by serving as a business development consultant to provide expertise in a particular area, resolving problems, and forming long-lasting professional relationships.
2	L	Identifies new business opportunities by researching the industry, locating market information, preparing market proposals, preparing documents both for the council and the public to inform them of the need for revenue generation, and developing relationships with business prospects through conversation, correspondence, and marketing activities.
3	L	Assists in the redevelopment of business by exploring opportunities, marketing, and participating in negotiations to implement new initiatives.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience.
Certifications and Other Requirements	Valid Driver's License.
Reading	Work requires the ability to read legal contracts, position papers and professional reports.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication, division and advanced economic analysis.
Writing	Work requires the ability to write contracts, business communications and professional reports.
Managerial	Managerial responsibilities include facilitation and coordination of interdepartmental activities, manage marketing and financial direction of various city development projects.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work is governed by broad instructions, objectives and policies. Work requires the exercise of considerable initiative and independent analytical and evaluative judgment.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

Adopted: September 2001, Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary	Light X	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Trade shows, meetings, presentations, interaction with clients, customers or vendors
Sitting	F	Computer, desk work
Walking	F	Inter-office, to/from meetings, to/from City Hall or other buildings
Lifting	F	Office equipment, office supplies, boxes, files, books, reports
Carrying	O	Office equipment, office supplies, boxes, files, books, reports, presentation materials
Pushing/Pulling	O	Office equipment, boxes
Reaching	O	Office equipment, office supplies, boxes, files, books, reports
Handling	O	Office equipment, office supplies, boxes, files, books, reports, presentation materials
Fine Dexterity	O	Computer keyboard, calculator
Kneeling	O	Filing in lower cabinet
Crouching	R	Filing in lower cabinet
Crawling	N	
Bending	R	Filing in lower cabinet, restoring books on shelf
Twisting	R	From computer to telephone
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, filing, reading, presentations
Hearing	C	Telephone, co-workers, staff, clients, customers, vendors, meetings, presentations
Talking	C	Telephone, co-workers, staff, clients, customers, vendors, meetings, presentations
Foot Controls	O	Driving
Other (specify)	N	

Adopted: September 2001, Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, printer, scanner, copy machine, fax machine, telephone, calculator, overhead projector, digital camera, motor vehicle, Standard Microsoft Windows and Office software, Photo editor, multimedia presentation software, web-page development software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
-----------	-------------------------------	--------------------------------	----------------	-----------

HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

(1)

(2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
--	--	--	--	----------------------------

NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	O
Other (see 3 below)	N

(3)